



POLICY

**Haddonfield
Board of Education**

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Contracts with Board Consultants

0175 CONTRACTS WITH BOARD CONSULTANTS

On occasion, the Board may wish to purchase the services of a consultant to advise the Board or perform a professional service for the benefit of the district. Generally, hiring a consultant would only be considered for services related to matters that are beyond the current expertise of the Board's employees, including, but not limited to, a new technology, a new curriculum, architecture, engineering, construction management, counseling, special education evaluation or consultation, professional development and personnel recruitment.

When it is fiscally responsible, a consultant may be retained to provide services that could otherwise be performed by a current district employee if the employee had enough time to do so. The Board recognizes that the limited or sporadic need for some services may not warrant hiring an additional full or part time employee, and hiring a consultant for an extended period is necessary. When this situation arises, the Board expects that the Superintendent will continually monitor whether or not it would be more cost effective to hire an employee rather than retaining a consultant and make recommendations accordingly. Cost should not be the only factor considered when contemplating replacing a consultant with an employee. Other factors such as the ability to find an employee as well qualified as the consultant or the possible disruptive effects on students or programs that could occur when switching to a new person need to be taken into account.

The appointment of any consultant, including approval of a fee schedule and a description of the services to be provided, requires a majority vote of the full Board. When recommending the appointment of a consultant, the Superintendent will provide the Board information about the consultant's qualifications and ability to provide the service, and the typical fees paid for this type of service. The Superintendent should also ascertain and disclose to the Board if the consultant is related to or has a business relationship with any district staff member or Board member so as to avoid any conflicts of interest.

All consultants, except in the case of a search for a Superintendent shall work through the Superintendent. Consultants shall exercise no administrative authority over the work of employees of the Board, but shall act only as advisers in those fields in which they are qualified to offer expert assistance. The Superintendent will maintain a list of all consultants approved by the Board, and he/she will add newly approved consultants to this list throughout the year as necessary. Each year at the Board's organizational meeting the current list of approved consultants will be provided to the Board for re-approval. The Superintendent shall review the list at this time and recommend the removal of previously approved consultants who are no longer in the consulting business or whom he/she believes can no longer provide the quality of services he/she expects for the district. The Board will review the need to consider changing consultants by November of each year and place it on the agenda. If the Board decides to explore changing consultants, requests for proposals and other activities appropriate to the selection process should be completed in time for a decision to be made by the organization meeting.



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